



# Burley Model Allotments

Burley Model Allotments Association The Cardigan Centre 145-149 Cardigan Road Leeds LS6 1LJ  
Email: bmaasecretary@gmail.com www.burleymodelallotments.org

<b>Date</b> 09/05/2022	<b>Meeting Opened at :- 7.00</b> <b>Meeting Closed at :- 7.55</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Frank Turpin	FT	Helen White	HW		
Tim Wilford	TW	Eileen Handby	EH		
Tony Handby	TH	Iain Smith	IS		
Colin Halliwell	CH				
Tom Randles	TR				
Sue Hollington	SH				
Barry Raw	BR				
Elaine Wilford	EW				
Jackie Wilson	JW				
Indira Banner	IB				
Keith Barrett	KB				
<b>Guests Attending</b>					

<b>MINUTES OF COMMITTEE MEETING</b>			
No	Item	Action By	Due Date
<b>1</b>	<b>Apologies and Non-Attendance</b>		
1.1	Helen White, Eileen Handby and Iain Smith.		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by TW and seconded by BR and agreed unanimously.		
<b>3</b>	<b>Items for the A.G.M.</b>		
3.1	Items to be discussed at the A.G.M.		
3.2	Deposit for Helpers Keys and replacement keys to be increased to £50	All	29/11/22
<b>4</b>	<b>Matters Arising from Last Meeting</b>		
4.1	See summary of actions from the last meeting.		
<b>5</b>	<b>Vacant Plots</b>		
5.1	There are currently 2 vacant plots. These are expected to be let next month.		
<b>6</b>	<b>Lettings</b>		
6.1	We have a waiting list of under 20 applicants.		
<b>7</b>	<b>Inspections</b>		
7.1	Started in April, see separate list of letters sent.		
<b>8</b>	<b>Treasurers Report</b>		
8.1	The Treasurer reported that we have the following in the bank Current £5,211.59 Savings £13,063.54 of this £5,400 is required for key deposits.		
8.2	Transfer of Duties – Elaine and Helen are continuing to meet regarding transferring responsibility for the treasurer roles and the Bank Account transfer details there are problems with the bank.		



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<b>9</b>	<b>Secretary's Report</b>		
9.1	No report was presented to the meeting.		
<b>10</b>	<b>Correspondence</b>		
10.1			
<b>11</b>	<b>Annual Show</b>		
11.1	<b>Show Date</b> – The Annual Show will take place on Sunday September 4th 2022		
<b>12</b>	<b>Sub Committees</b>		
12.1	There were no subcommittee reports.		
<b>13</b>	<b>A.O.B.</b>		
13.1	<b>Plant Sales</b> – It was agreed to send out an email reminding plot holders of the dates and need for raffle prizes.	FT	13/06/22
13.2	<b>Website Development</b> – KB asked for money to develop the website to make it easier to upload photos to the site. FT proposed a limit up to £500.00 this was seconded by BR and agreed unanimously.	KB	13/06/22
13.3	<b>Electricity Costs</b> – To review costs and report back	IB	13/06/22
13.4	<b>Visit to Nursery</b> – Report on children's visit	EW TW	13/06/22
13.5	<b>School Visits</b> – Update on latest visits	BR	13/06/22
13.6	<b>Membership list</b> – KB to show FT how to use google drive	KB/FT	13/06/22
13.6	<b>Date of Next Meeting</b> – The next meeting will be on Monday the 13th June 2022 at 7pm.	ALL	13/06/22

## SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
13.1	<b>Plant Sales</b> – Send email advertising events	FT	13/06/22
13.2	<b>Website Development</b> – To enable photos to be uploaded easier	KB	13/06/22
13.3	<b>Electricity Cost</b> – IB to review costs of energy providers	IB	13/06/22
13.4	<b>Help for local Nursery</b> – To review and report back.	EH/TH	13/06/22
13.5	<b>School Visits</b> – To arrange visit and supplies for Kirkstall Valley	BR	13/06/22
13.6	<b>Membership List</b> – KB to Show FT how to use Google drive	FT/KB	13/06/22
13.10	<b>Date of Next Meeting</b> – This will be held on Monday the 13 <sup>th</sup> June 2022 at 7.00 p.m.	ALL	13/06/22



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INSPECTIONS - TABLE OF LETTERS SENT 2022					
Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April	10				
May	7	2			
June					
July					
August					
September					
October					

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## Agenda 13/06/2022

<b>1</b>	<b>Attendance and Apologies</b>		
<b>1.1</b>	<b>Committee</b>	✓	✓
	C Halliwell (CH)		F Turpin (FT)
	T Handby (TH)		T Willford (TW)
	S Hollington (SH)		Indira Banner (IB)
	E Willford (EW)		B Raw (BR)
	Jackie Wilson (JW)		K Barrett (KB)
	H White (HW)		E Handby (EH)
	Tom Randles		Iain Smith
<b>1.2</b>	<b>Guests Attending</b>		
<b>2</b>	<b>Minutes of last meeting</b>		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
<b>3</b>	<b>Items to be discussed at the Annual General Meeting</b>		
3.1	Items to be added to the A.G.M Agenda		
3.2	Key Deposit for Helpers increase to £50.00		
<b>4</b>	<b>Matters Arising</b>		
4.1	See summary of actions from last meeting.		
<b>5</b>	<b>Vacant Plots</b>		
5.1	We have 0 vacant plots.		
<b>6</b>	<b>Lettings</b>		
6.1	There are currently under 20 applicants on the waiting list.		
<b>7</b>	<b>Inspections</b>		
7.1	Will continue in 2022. See table of letters sent.		
<b>8</b>	<b>The Treasurer reported at the last meeting that the funds are</b> Current: £5,211.59 Savings: £13,063.54 Of this we require approximately £5,400.00 for Key deposits.		
<b>9</b>	<b>Secretary's Report</b>		
<b>10</b>	<b>Correspondence</b>		
<b>11</b>	<b>Annual Show</b>		
<b>12</b>	<b>Sub Committees</b>		
<b>13</b>	<b>Any Other Business</b>		
<b>14</b>	<b>Date of Next Meeting</b>		